

Careers in Commercial Real Estate

# FACILITIES MANAGER

## KEY FUNCTIONS

- Supervise facility usage, operations, security and equipment maintenance.
- Supervise hiring, procurement, IT staff, vendor relations and maintenance.
- Prepare and manage annual facility budget.
- Work with all contractors on construction projects previously approved.
- Maintain integrity of all systems and respond to equipment failure issues and alarms in a timely fashion.
- Focus on customer satisfaction by finding solutions that meet or exceed customer needs.

## BACKGROUND

A facilities manager is responsible for the safe operation and maintenance of a corporation or organization's real estate as well as its systems. Facilities managers maintain the property's systems including the HVAC, mechanical, electrical and plumbing as well as technology. Typically the facilities manager will coordinate and manage a team of employees or contractors designated to maintain each operating system. Depending on the corporation or organization, responsibilities may include functional and operational design of the system itself and could require specific engineering training.

## EXPERIENCE REQUIREMENTS

Facilities managers must be able to analyze large quantities of information and extract the key pieces. A facility manager must also possess excellent communications skills to relay information accurately and efficiently.

- Prior experiences would involve prior supervisory experience and working in lower levels of the industry to fully understand the scope of the position.
- Bachelor's degrees and/or extensive certifications are not necessarily required; however, many companies may look for business management degrees or experience because the job may require some level of budgeting and financial reporting.
- BOMI credentials ([www.bomi.org](http://www.bomi.org)) can ensure you have the critical knowledge and skills needed for personal and organizational success.

## SALARY RANGE DATA

Job // Position	Low Salary	Median Salary	High Salary
Senior Facility Manager	\$93,200	\$115,400	\$141,400
Operations Director	\$93,300	\$111,000	\$132,400
Operations Analyst	\$62,000	\$84,600	\$100,300

## Hear from the Pros:

"I love the spectrum of people that I work with every day from security guards and engineers to corporate executives."